

## Schary, Claire

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**From:** Schary, Claire  
**Sent:** Tuesday, September 24, 2013 3:26 PM  
**To:** Psyk, Christine; Poulsom, Susan; Bott, Dustan; Stewart, William C.; Park, Chae  
**Cc:** Patheal-Centenera, Bella  
**Subject:** Time to submit Travel Ethics form for Water quality trading/JRA Oct. trip to Union, WA  
**Attachments:** signed JRA invite.pdf

Team,

Attached is the letter of invitation from Willamette Partnership offering to cover our meals so that we will be able to participate in the Oct. 16-17 meeting. This should be somewhat familiar to you now, but please note that our new R10 Ethics Attorney is Socorro Rodriguez. We should give the approval process at least two weeks, so please try to get your form in by Oct. 1.

Chae & Dustan: The letter says Dustan will be attending, so he should go ahead and fill it out. If Chae comes instead, then we can get a corrected letter from Willamette Partnership if we give them advance notice. Otherwise, if one or both of you are only coming for the day, then Dustan would need to cancel the form and we'll figure out a way to get his lunch covered or how to reimburse them.

Here are more specific instruction, for how to get to the form and how to fill it out:

- Click **on the link to form 2610-3 on this website:** <http://intranet.epa.gov/ogc/ethics/travel.htm> and it will take you a Lotus Notes supported site.
- **Click on the "USA Only" box in the first line under "Travel"** and that will take you to a list of names. From there go to "By Organization" view so that you can see on the left side the screen the option to create a new "Form 2610-3."
- **Click on the option to copy data from an existing form** and then find your name and select the 8/21/13 form, and then click OK.
- The new Start Date is 10/16/2013 and it ends on 10/17/2013.
- The form will then bring up some other messages including are you the traveler, and another one informing you that Tom Jahnke is no longer our DEO. Just click OK.
- Start at the upper left and **change the Event Location to Union, WA**
- The sponsoring organization is still The Willamette Partnership
- For "Purpose of Event" I just edited it from "third workshop" to "fourth workshop" so that it reads: This is a 2-day workshop, the fourth in a series of meetings, hosted by the non-profit The Willamette Partnership, to develop a document supported by EPA Region 10, as well as the environmental agencies of Idaho, Oregon & Washington, that will provide a consistent framework for how water quality trading will be implemented in the region and to serve as a guidance to the states.
- Select Socorro Rodriguez as the DEO official.
- The Willamette Partnership is the non-federal entity paying the travel expenses.
- Their address is: 4640 SW Macadam Ave., Suite 50, Portland, OR 97329
- In the box about Describing the Entity Paying Travel Expenses, it may not have kept what you provided last time. If it's blank, then copy and paste the following description (which I copied from their website): "The Willamette Partnership is a non profit organization with the mission to expand the pace, scope and effectiveness of conservation and restoration in the Willamette Basin and the western U.S. As reported on its website, its Board Members come from: Clean Water Services (the wastewater management service for the Tualatin River Basin), the Oregon Business Council, Wildwood, Inc. (an urban design and development firm), Defenders of Wildlife, Willamette Riverkeeper, The Conifer Group (a multifaceted real estate development company), the Oregon Association of Nurseries, Weyerhaeuser, the Oregon Association of Conservation Districts, SOLV (an organization that builds community through volunteer action), the Network of Oregon Watershed Councils, Portland's Bureau of Environmental Services, local law firms, and the state's

universities. Its first grant came from EPA, as a Targeted Watershed Grant completed in 2008 and is now primarily funded by USDA Conservation Innovation Grants and numerous other grants from its public and private partners.”

-- I selected no for the remainder of the questions.

-- For the itemized travel, **we are only having them pay for meals for both days, in kind, which are valued at \$160 per person.** (This exceeds our M&IE allowance so we couldn't pay for it ourselves, and they can't get the price to be lower.) FYI, we paying for the lodging which will be about \$20 above the government rate but shouldn't cause us problems when it's time to report it on our voucher since it's a group rate and less than 150% of the government rate.

-- Click “yes” on it exceeding the federal per diems because it does on the \$46/day MI&E rate.. Then click yes in the next box that it is the same others are paying.

-- **Attach the invitation letter (which I'm attaching to this message and that you will need to save somewhere on your computer first)** by clicking inside the box underneath “Any other explanations or attachments” and then go up to the command bar and pull down the File menu, clicking on “attach” and then finding the invitation letter in your files (just like attaching it to an email).

You are now ready to submit it for approval!

Please let me know how I can help you with this form, but don't forget to submit it by Oct. 1<sup>st</sup>.

-- Claire

**Claire Schary**

**Water Quality Trading Coordinator**

Watershed Unit / Office of Water & Watersheds

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